



JOB OPPORTUNITY

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

Bulletin 08-61

CLASSIFICATION: Associate Governmental Program Analyst

TENURE/TIME BASE: Permanent/Full time

FINAL FILING DATE: April 15, 2009

SEND APPLICATION TO: Department of Community Services & Development
Human Resources Office
P.O. Box 1947
Sacramento, CA 95812-1947

CONTACT PERSON: Lynette Pacheco
lpacheco@csd.ca.gov
Phone: (916) 341-4328
Fax: 916-341-4328
TDD Phones: 1-800-735-2929

LOCATION: 700 North 10th Street, Room D-215
Sacramento, CA 95811

STD. 678 application is required – **identify Bulletin #08-61** and appointment eligibility (i.e., list, transfer, etc.). All applicants must have state civil service eligibility.

The Department of Community Services and Development (CSD) is the State's leading anti-poverty agency, and administers local community service and energy programs to help low-income Californians achieve self-sufficiency and attain a higher quality of life. CSD is a small department seeking highly-skilled professionals who are committed to the mission, to join the team and partner with our local service providers in an effort to reduce and eliminate poverty.

What Does Working at CSD Offer? Please apply if you appreciate:

- Meaningful work.
- Small, friendly headquarters where everyone matters.
- Work environment that emphasizes customer service and accountability to local community based organizations, funding sources and the public.
- Highly interactive teamwork and project-based management.
- Opportunities for significant responsibility, creativity and decision-making for self-starters.
- *Free parking.*

What Is this Job? At CSD, the Associate Governmental Program Analyst (AGPA) will:

- Travel throughout California as assigned or as needed (a minimum 20%) to conduct on-site visits, and perform desk reviews.
- Communicate with contractors to evaluate and monitor progress and ensure compliance with all applicable laws, regulations, and contract requirements.
- Conduct secondary review and analysis of expenditure data, and resolve complex issues.
- Prepare for site visit and desk review by conducting analysis of expenditures, programmatic progress, and closeout and/or audit reports.
- Identify and make recommendation for agencies to be case managed.

- Prepare written reports of findings, make recommendations, and identify corrective action.
- Identify agencies that require training and technical assistance, and make recommendations on topics and trainers.
- Conduct analysis and approval of documents submitted by the contractor.
- Follow up with Contractors to ensure documentation is submitted on time, and inform Contractors of the approval of documents and/or if additional information is required.
- Provide training and technical assistance to contractors on CSD policies and procedures, and Federal and State laws through individual consultations, workshops, and conferences.
- Conduct analytical studies and prepares issue memos containing findings, recommendations, and impact statements on issues, and the analysis of legislation that may impact program activities.
- Develop special reports in response to requests by Division Manager, Executive Staff, members of legislative policy and fiscal committees, and control agencies.
- Conduct preliminary analysis of discretionary requests submitted contractors applying for funding.
- Conduct analysis of proposals submitted by public and private nonprofit agencies applying for funding under CSD's various programs.
- Remain knowledgeable of characteristics of assigned contractors and their unique populations, (i.e., Native American Indian, Migrant Seasonal Farmworkers, Limited Purpose Agencies, etc.)
- Keep current on all new federal and state guidance on compliance issues.

Who is CSD Looking For? The ideal candidate will be a self-starter who has the following desired qualifications, first-hand experience and characteristics:

Experience, Knowledge and Skills:

- Experience with developing and issuing state and federal contracts.
- Experience administering a federal/state funded program.
- Experience with interpreting and implementing requirements of federal grants.
- Experience with developing and delivering training to internal and external customers.
- Experience with developing and maintaining spreadsheets and databases.
- Specific knowledge of the state contracting requirements.
- Knowledge or familiarity with local governments and nonprofit organizations.
- Ability to make presentations.
- Possess strong writing, analytical, and project management skills.

Characteristics:

- Customer Service – wants to help others.
- Demonstrates creativity and proactive problem-solving.
- Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility.
- Has a personal compass composed of clear principles and the flexibility to balance between literal adherence to rules and the use of policy as a guide.
- Has the ability to make decisions and be accountable for those decisions.
- Teamwork - Cooperates to achieve the department's mission, vision and goals by leading and actively contributing to intradepartmental project teams.
- Vision - Understands the context and mission of the Department both internal and external.
- Has the ability to organize for success.
- Has an awareness of the Department's critical issues, and anticipates and influences the future.

JOB DESCRIPTION: SUMMARY OF RESPONSIBILITIES

Under the direction of the Staff Services Manager I, the incumbent will be part of a team that is responsible for maintaining the effective administration of the Community Services Block Grant (CSBG), Prisoner Reentry Initiative (PRI), CSBG Discretionary Initiatives, and other programs as developed within the Community Services Division. The incumbent monitors, evaluates, and provides

training to the CSBG funded entities which consists of Community Action Agencies (CAA's) comprised of private non-profit and local government entities, Migrant Seasonal Farmworker (MSFW), Native American Indian (NAI) and Limited Purpose Agencies (LPA's) and local organizations funded by other federal and state programs. The incumbent is responsible to ensure the assigned contractors compliance with the provisions of Federal and State laws and regulations, and contract requirements. The AGPA serves as the team leader or lead analyst on monitoring visits and special projects and is charged as being a subject matter expert on specific programs and initiatives. The incumbent is assigned the more difficult or sensitive contracts which:

- Have complex delivery systems and/or require specific training and assistance to correct administrative and/or programmatic deficiencies.
- Receive substantially larger grants and provide a greater variety of services designed to assist California's eligible low-income residents to become self-sufficient.

Please see the Duty Statement located at <http://www.csd.ca.gov> for a detailed list of the essential and related functions of this position.

SELECTION CRITERIA

Persons currently appointed to a permanent, full-time Associate Governmental Program Analyst or persons with list eligibility or eligibility for lateral transfer may apply. Please clearly state your eligibility (i.e., list eligibility, lateral transfer, reinstatement, etc.) in Section 12 of the completed application (STD. 678) and/or attach a copy of your test score announcement. Applications will be screened, and only the best qualified will be contacted for an interview.

All appointments will be made in accordance with The Governor's Executive Order S-09-08, Department of Finance freeze exemption policies, and the State Personnel Board/Department of Personnel Administration's laws, rules, regulations, and policies.

The Department of Community Services and Development is an equal opportunity employer open to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants. For further information, contact the Section 504/ADA Coordinator by calling (916) 323-8832, or through the California Relay (telephone) Service for the Deaf or Hearing Impaired: by voice phone 1-800-735-2922, or by TDD telephone 1-800-735-2929.